

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

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NOTE TO:

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In reference to memo on the above Subject, Brenda and I feel that the following training may be helpful to us and other OIT secretaries:

1. Inter-personal skills
2. Protocol (telephone)
3. Filing (organized)
4. Correspondence
5. Beginners Shorthand Course
6. Grammar
7. Public speaking
9. The Working Mother (how to deal with stress at work and at home)
10. Agency terms and abbreviations

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